


<b>Project Charter</b> <b>Office of the State CIO Website Refresh (Project 1)</b>		
<b>Charter Date:</b>	January 10, 2007	
<b>Sponsor:</b>	State Chief Information Officer (CIO)	
<b>Project Steering Committee:</b>	John Jewell Claudina Nevis	
<b>Project Team Members and Roles:</b>	Caroline Cabias, Board of Equalization, Content Specialist (HR) Donna Freeman, Franchise Tax Board, Usability and Information Architecture Specialist John Jewell, Office of the State CIO, Sponsor Support Patrick Johnson, Department of Rehabilitation, Accessibility Specialist Lee Macklin, CA Enterprise Architecture Program, Content Specialist Claudina Nevis, Office of the State CIO, Project Sponsor Kris Ogilvie, State Library, Chair IOUCA, Usability and Information Architecture Specialist Deborah Schwartz, Board of Equalization, Project Manager Dane Wilson, Department of Technology Services, Technology Advisor	
<b>Supporting Members and Roles</b>	User Group Representatives, Multiple Organization Representation DTS, Refresh Implementation Team	
<b>Authority and Accountability</b>	The project team will make recommendations to the California Chief Information Officer and the Director of eServices for final decision.	
<b>Working Group Objective</b>	<p>Refresh the Office of the State CIO website following the new look and feel adopted by the State of California to meet the principles and standards established by the IOUCA, Office of eServices, and Portal Redesign Project (PRP) in accordance with the recommendations from Human Factors International (HFI) usability study.</p> <p>The refresh efforts will serve as a proof of concept to validate the principles and standards, identify recommendations that are not easily applied to California websites, and provide information on the time and resources required to refresh a website according to the recommendations.</p> <p>Share the project management documents and lessons learned as a model that may be used by other organizations.</p>	
<b>Scope of Effort</b>	<b>In Scope:</b> 1. Information Architecture Define the information architecture for current content to support tabbed navigation and usability best practices.	<b>Not In Scope:</b> 1. Controlled vocabulary. 2. Thesaurus. 3. Creation of templates and CSS 4. Design of look and feel 5. New content or services

<b>Scope of Effort</b>	<p><b>In Scope:</b></p> <ol style="list-style-type: none"> <li>2. New look and feel Convert OCIO website to the new look and feel designed by the Portal Redesign Project and Office of eServices for California web pages. Use the templates and CSS provided by the eServices Office.</li> <li>3. Navigation Implement a tabbed primary navigation with secondary navigation on the left side of the page.</li> <li>4. Archive existing site.</li> <li>5. Review and update content Delete inaccurate or outdated content.</li> <li>6. Create a model for incorporating usability and accessibility best practices in support of a website refresh.</li> <li>7. Conduct usability testing to measure the effectiveness of the refresh.</li> <li>8. Establish a plan for ongoing maintenance and improvements that incorporates usability and accessibility best practices.</li> <li>9. Gather data and metrics showing the time, effort, and resources needed to complete the redesign. Report the results.</li> </ol>	<p><b>Not In Scope:</b></p> <ol style="list-style-type: none"> <li>6. New user groups</li> </ol>
<b>Charter Modifications</b>	This charter is to remain in effect until modified and approved by the State Chief Information Officer.	
<b>Charter Approvals, Version 1</b>		<b>Date:</b>
		February 2, 2007
J. Clark Kelso, State Chief Information Officer		